



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4-16-79	1. Agency Address Department of Natural Resources Environmental Protection Division 270 Washington St., S.W., Rm. 825 Atlanta, Georgia 30334 <u>Water Protection Branch</u> Working Title	Application Number 79-280	Date Received DEC 17 1979
Application Number	2. Person to Contact Ruby Busby	Date Completed JAN - 4 1980	Telephone Number 656-6593
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974	Latest 1977	5. Records Series Title (followed by title used in office, if different) State Economic-Environmental Grants and Emergency State Grants (Approved)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Environmental Protection Division - Administers funds appropriated by the General Assembly to make grants to local governments for construction of water supply and water pollution control facilities. This includes approval and disapproval of applications for State grants. The State grant projects are supervised by this office until completion and upon completion, when final payment is made, the project is closed.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Administering Documents relating to: / State Economic-Environmental State grants and, Emergency State grants for construction of Water Supply and Water Pollution Control Facilities.  Included are:  Correspondence, applications, contract documents, engineering reports, maps, plans and specifications, project reports, request for payment, invoices, pictures.  File is arranged: Alphabetically by city/date			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; Twenty-five months and older _____? Files referred to Archives only after grant is completed.			
9. Annual Rate of Accumulation of Records Letter-size drawers <input checked="" type="checkbox"/> ; Legal-size drawers _____; Shelves _____; Other (specify) _____  One box - 5 years.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	<input checked="" type="checkbox"/>	c. Is this a vital record?
<input checked="" type="checkbox"/>		d. Does this series have historical or long term research value?
	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input checked="" type="checkbox"/>		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ 2 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	Duration of grant + 2 years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Long term historical value

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Upon termination of grant, remove from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 2 years; then destroy

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John L. Lelletter</i>	4-16-79	<i>Pat Harrison</i>	12-12-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	1-3-80
Secretary of State/Designee		<i>[Signature]</i>	1-2-80
Attorney General/Designee		<i>[Signature]</i>	1-3-80